



# State of Wisconsin Department of Administration

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## POTT File Upload Job Aid

Version 1.1

### Version History

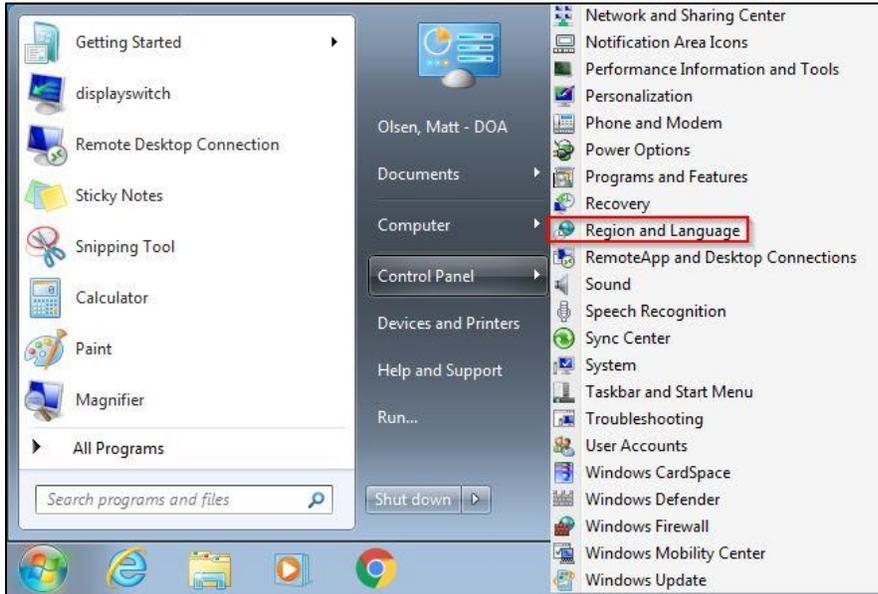
Version	Date	Editor	Description
1.0	12/9/15	Ashley Price	Initial release
1.1	11/18/19	Matt Olsen	Fluid and content update

*Role: Agency Payroll Specialist*

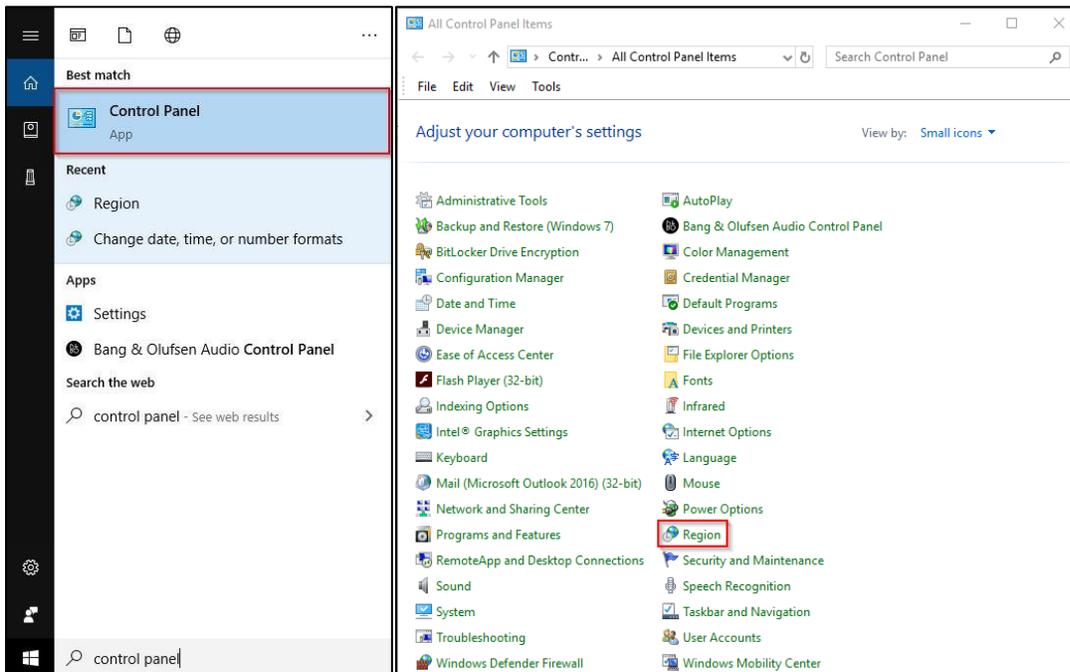
# ADJUST COMPUTER SETTINGS

1. Navigate to the Region (and Language) window on your desktop:
  - a. **Navigation:** Start Menu > Control Panel > Region (and Language)

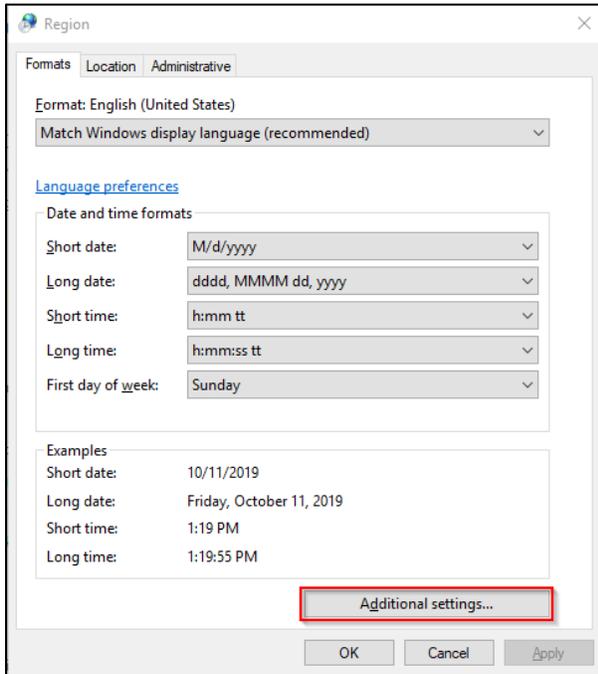
Windows 7:



Windows 10:

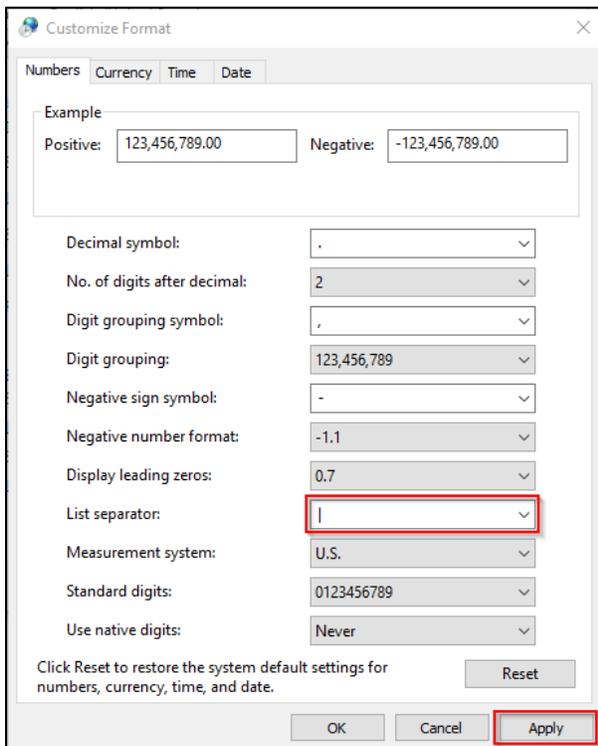


b. Click on Additional Settings



c. Highlight the List Separator field in Customize Format window

d. Type a Pipe in the keyboard by using Shift + Backslash



e. Click Apply to save the changes

## FORMAT UPLOAD FILE

### Deduction POTT

1. Open a **new** Excel spreadsheet
2. Enter data values in the following column order and format with no headers or footers:

Column Code	Column Name	Additional Instructions
EMPLID	Employee ID	
EMPL_RCD	Employee Record Number	Should match primary job
PLAN_TYPE	Deduction Plan Type	
BENEFIT_PLAN	Benefit Plan	
DEDCD	Deduction Code	
DED_CLASS	Deduction Class	A, B, N, or T
DED_CALC	Deduction Calculation	Always is A
PU_AMT	Amount	XXX.XX (positive value only)
ONE_TIME_CD	One Time Code	A, O, or R
SEPCK	Separate Check Number	Always is 0

NOTE: If copying data from an existing spreadsheet, make sure to use Paste Values in the new spreadsheet.

3. Enter all rows of data to be included in POTT

	A	B	C	D	E	F	G	H	I	J
1	100000011	0	10	DEAN	MEDIC	B	A	108.5	A	0
2	100000011	0	10	DEAN	MEDIC	N	A	673.9	A	0
3	100000011	0	20	BASSUP	BASLIF	B	A	1.75	A	0
4	100000011	0	20	BASSUP	BASLIF	N	A	0.82	A	0
5	100000011	0	25	SDL1U	DEPLIF	A	A	1.25	A	0
6	100000012	0	10	HUMANE	MEDIC	B	A	108.5	A	0
7	100000012	0	10	HUMANE	MEDIC	N	A	895.9	A	0
8	100000012	0	12	EPIC	EPIC	B	A	19.77	A	0
9	100000012	0	14	VISION	VISION	B	A	3.27	A	0
10	100000012	0	30	ICIB1A	ICI	A	A	30.28	A	0

4. Click File on the menu bar
5. Click Save As option to display in new window
6. Select location where file will be saved

7. Enter name for file in the File Name Field
8. Select CSV (Comma delimited) in the Save As Type list
9. Click Save

**Earnings POTT**

1. Open a **new** Excel spreadsheet
2. Enter data values in the following column order and format with no headers or footers:

Column Code	Column Name	Additional Instructions
EMPLID	Employee ID	
EMPL_RCD	Employee Record Number	
ERNCD	Earnings Code	
OTH_HRS	Hours	XX.XX (negatives allowed; decimals optional)
PU_AMT	Earnings Amount	XXX.XX (negatives allowed; decimals optional)
ONE_TIME_CD	One Time Code	Always is A
SEPCK	Separate Check Number	Always is 0

NOTE: If copying data from an existing spreadsheet, make sure to use Paste Values in the new spreadsheet.

3. Enter all rows of data to be included in POTT

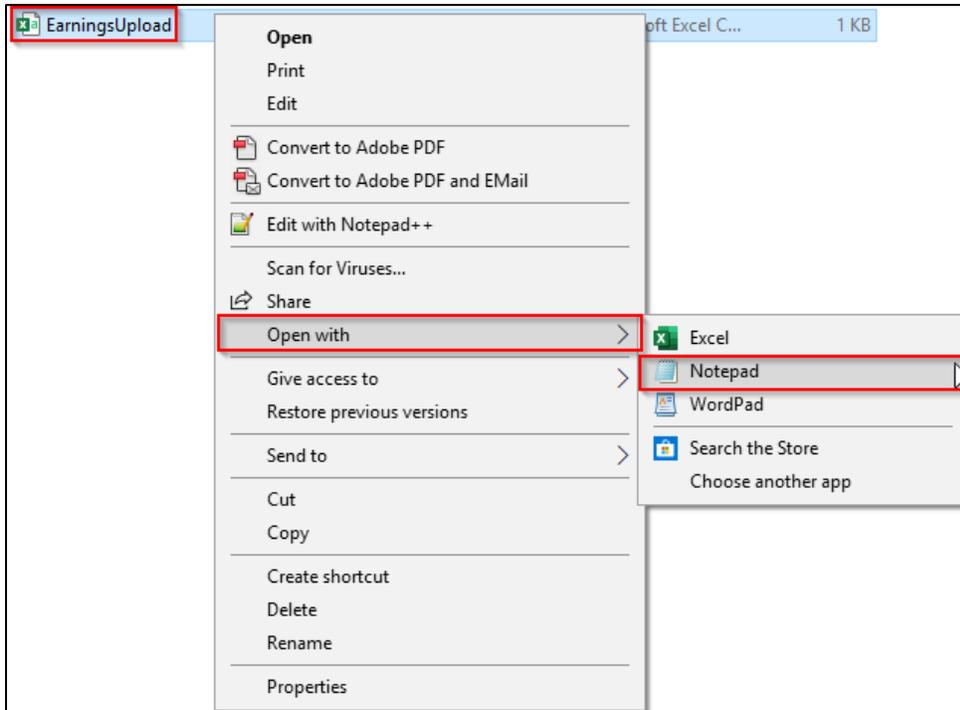
	A	B	C	D	E	F	G
1	100000001	0	DMC	0	2500	A	0
2	100000002	0	DMC	0	2500	A	0
3	100000003	0	DMC	0	2500	A	0
4	100000004	0	DMC	0	2500	A	0
5	100000005	0	DMC	0	2500	A	0
6	100000006	0	DMC	0	2500	A	0
7	100000007	1	DMC	0	1500	A	0
8	100000008	1	DMC	0	1500	A	0
9	100000009	0	DMC	0	2500	A	0
10	100000010	0	DMC	0	2500	A	0

4. Click File on the menu bar
5. Click Save As option to display in new window
6. Select location where file will be saved
7. Enter name for file in the File Name field
8. Select CSV (Comma delimited) in the Save As Type list

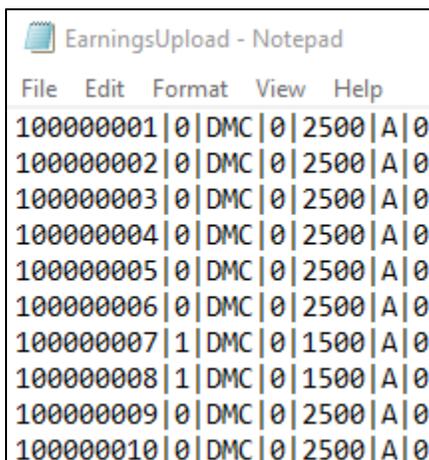
9. Click Save

## VERIFY FILE FORMAT

1. Locate file to be verified on your PC
2. Right click on file
3. Select Open With menu option
4. Select Notepad option



5. Verify values are displayed with pipes (|) in between each field and no values are missing



6. Save if any changes are made and close file

## ENTER POTT

1. Navigate to Enter POTT – By Batch page
  - a. Navigation: Workforce Administrator Homepage > Payroll Dashboard > Payroll Processing Tile > POTT Folder > Enter POTT – By Batch
  - b. Click Add a New Value
  - c. Enter Company, Pay Group, Pay Period End Date
  - d. Select Transaction Type
  - e. Click Add
2. Click Attach or View Supporting Documents
3. Click Add
4. Select file to be uploaded and click Upload
5. Check the Process File checkbox
6. Click Yes in the popup box to confirm this file



7. Click Save
8. Click Run – WI\_PY\_1TIME (AE)

Attach or View Supporting Documents (1) Run - WI\_PY\_1TIME (AE) Search Process Monitor

Personalize | Find | View All | First 1 of 1 Last

Comments	Seq#	*Empl ID	Empl Rcd	Name	Pay Status	Emcd	Description	Oth Hrs	Amount	*One Time Cd	Sepchk#
1	1		0					0.00	0.00		0

Validate Submit

Totals  
Rows Validated: 0  
Rows Error: 0  
Total Rows: 0

Save Notify Add Update/Display

NOTE: This process may take several minutes to run depending on the file size and number of rows. When finished, you will see rows loaded on this page.

9. Click Validate
10. Fix any rows with errors
11. Click Submit